

☐ UNCLASSIFIED☐ INTERNAL  
U<sup>S</sup> ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT FROM:	<input type="text"/>		EXTENSION	NO.
STAT	C/P&PS/OL <input type="text"/>			OL 0 0743(a)
				DATE 26 FEB 1980
	TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across columns after each comment.)
		RECEIVED	FORWARDED	
STAT	1. D/L <input type="text"/>			<p>We have reviewed the attached proposed Bills and did not find anything objectionable. While we do not believe a reply is necessary, we have drafted a memo to the EO/DDA in the event you deem it necessary.</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
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STAT	4.			
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14 January 1980

ESTABLISHMENT OF A SAFETY AND HEALTH COMMITTEE WITHIN  
THE OFFICE OF LOGISTICS

1. The Office of Logistics has a continuing responsibility to promote and encourage health and safety awareness and ensure that OL personnel are provided with a working environment free of safety and health hazards. Towards this end, an Office-level Safety and Health Management by Objective (MBO), OL 28-80, has been established to develop and implement a Safety and Health Program within the OL which meets the objectives of the Occupational Safety and Health Act of 1970 (OSHA) and other Government standards to assure safe and healthful working conditions for all OL employees. To implement this vital MBO, I have formed a Safety and Health Committee comprised of the following members:

Deputy Chief, Supply Division, OL - Chairman  
Deputy Chief, Logistics Services Division, OL  
Deputy Chief, Real Estate and Construction Division, OL  
Deputy Chief, Printing and Photography Division, OL

Assistant Executive Officer, OL  
OL/Security Staff - Safety Officer  
Committee Coordinator - P&PS

2. The Committee will assist the D/L in the fulfillment of his safety and health responsibilities by:

(a) formulating and implementing a uniform Safety and Health Program within the OL designed to stimulate employee involvement and awareness;

(b) reviewing and coordinating all internal-sponsored safety and health programs to ensure uniformity and standard application;

(c) addressing and providing in the program requirements for periodic inspections, safety equipment, training, employee awareness programs, health and safety standards, and a program evaluation;

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(d) participating in the translation of statutory requirements into practical applications within the OL and ensuring strict conformance to policy directives contained in OSHA and other regulatory statutes concerning safety and health standards.

3. The Committee should be guided in its efforts by the action plan contained in MBO OL 28-80. Quarterly reports for tracking the progress of this DDA objective will be required and are to be submitted to the Plans and Programs Staff, OL, on the following dates:

1st quarter - 17 January 1980  
2nd quarter - 11 April 1980  
3rd quarter - 11 July 1980  
4th quarter - 10 October 1980

In addition, the Committee should be prepared to submit periodic reports of its accomplishments for inclusion in the required annual OSHA report.

STAT

  
James H. McDonald

Att:  
MBO OL 28-80